



Job Descriptions for all employees that apply using

www.2020Census.gov/jobs

Clerks: Clerks handle incoming telephone calls to the office; refer applicants to the recruiting website, www.2020Census.gov/jobs, to apply for Census jobs; make applicants aware of locations in the community with public internet access, where they can apply online; assist applicants with completing their online job application, if possible, or refer applicant to the technical help desk; assist in making paper job application packages available to applicants; review paper job applications packages before forwarding them to Administrative staff for processing; ship recruiting supplies to RA's; ensure recruiting supplies inventory is stocked in the office; maintain the list of paper job application packages; make outgoing calls to applicants to follow up on their questions or invite them to finish their incomplete application. **Clerks can be classified as a Recruiting Clerk, Supply Clerk, or Receptionist.**

Recruiting Assistants: (RAs) – Recruiting Assistants will promote census jobs throughout the community that offer public internet access where applicants can go apply, secure free space for training, distribute recruiting materials to local community-based organizations (CBOs) to provide to their members/clients/customers, and, under limited circumstances.

Census Field Supervisors: The Field Supervisor (FS) serves as the first level supervisor for a group of approximately 6 to 15 Field Representatives and is responsible for data collection in a geography that may include some hard to count areas. The FS is responsible for ensuring the group's performance meets the standards and expectations set forth by the bureau and survey sponsors. As a first level supervisor, the FS is responsible for evaluating and reviewing assignments of subordinates. The FS monitors staff performance that includes on the job observations and monitoring of various performance metrics. The FS may assist with training of employees. The FS reviews and approves payroll and leave submissions for their staff. The FS may assist with the recruiting of Field Representatives.

Enumerators: Interviews respondents to collect survey or census data as required for current, on-going surveys, one-time surveys, and/or special censuses. The incumbent is responsible for communicating with respondents, supervisors, and other persons, as appropriate. Reads survey materials and conducts door-to-door surveys. Explains the purpose of the survey, asks questions as worded on the questionnaire or survey instrument, and enters accurate and complete information into a laptop computer or onto survey forms. The incumbent may occasionally be required to lift boxes of survey materials or laptops weighing up to 30 pounds. Maintains personal payroll records that reflect hours worked, miles driven, and reimbursements for travel and communications claimed.